



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

September 16, 2021

Scott Gosse, Administrator  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072  
[sgosse@villageofpewaukee.com](mailto:sgosse@villageofpewaukee.com)

**VIA EMAIL**

Re: Village of Pewaukee Jurisdiction Request for Plan Review and Inspections

Dear Scott Gosse,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do HVAC, structural, fire suppression, and fire alarm plan review of all commercial buildings in lieu of the Department. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

In addition, your municipality has been delegated the responsibility to do HVAC, structural, fire suppression, and fire alarm inspections of all commercial buildings.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

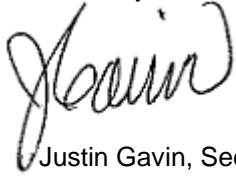
I understand that the primary plan reviewer for your municipality, D.A. Mattox, with E-Plan Exam, has the proper certification to do so. In addition, I understand the primary inspector for your municipality, Kevin Bierce with the City of Pewaukee, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf>

Our commercial building inspector for your area, John Gibbs, at (414) 852-3694, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,



Justin Gavin, Section Chief, Integrated Services

*Lucas Dederich*

Lucas Dederich, Section Chief, Field Operations



Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
John Gibbs, Commercial Building Inspector, Field Services Bureau  
DA Mattox, E-Plan Exam  
Nick Fuchs, City of Pewaukee